

**KARL E. MUNDT LIBRARY
LIBRARY RESERVE REQUEST**

Each item to be placed on course reserve should be taken to the Library's front desk with a completed copy of this form. The form provides all the information we need to process your request.

- We ask that course reserve requests and materials be submitted at least 48 hours (not including weekends/holidays) before the time that the materials will be needed by students.

This is especially important at the beginning of each semester.

- Items placed on course reserve may be from the Library's collections or may belong to the member of the faculty who is placing them on reserve.

The Library will attach a barcode and a reserve sticker on faculty-owned items, so please let the library know if you do **not want an item defaced in this way.**

- If other than original materials are to be placed on reserve, the Library must be contacted to ensure adherence to federal copyright law.

Faculty Member's Name: _____

Department Name: _____

Course Name: _____

Course Number: _____

Checkout Period – (Choose how long a student may checkout the item)

- 4 hour (in library use only)
- 24 hour
- 3 day
- 14 day

Item's Title: _____

Date on which material should be removed from reserve: _____

Today's date: _____